



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE CHIEF OF TRANSPORTATION**  
**2221 ADAMS AVENUE**  
**FORT LEE, VIRGINIA 23801-2102**

ATZF-CG

20 December 2012

**MEMORANDUM FOR RECORD**

**SUBJECT: Transportation Corps Hall of Fame Letter of Instruction (LOI) 2013**

1. **PURPOSE:** The Transportation Corps Hall of Fame (HOF) recognizes individuals who have served the Corps with distinction. The program maintains and enhances the legacy of the Transportation Corps and promotes cohesiveness and esprit de corps. This Letter of Instruction (LOI) prescribes policies and procedures for the nomination, selection, and induction of personnel into the Transportation Corps Hall of Fame and for the maintenance of related records.

2. **APPLICABILITY:** This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the Transportation Corps Hall of Fame.

3. **DEFINITIONS:**

a. **US Army Transportation Corps:** The US Army Transportation Corps is the service branch charged with the responsibility of providing transportation services to the Army, Department of Defense, and other Government agencies in peace and war.

b. **Significant contributions to the US Army Transportation Corps:** A significant contribution to the US Army Transportation Corps is any action or sustained series of actions beyond the realm of normal duty performance, which has substantially enhanced the accomplishment of the US Army Transportation Corps' mission. Attainment of high rank and/or position is not necessarily indicative of a significant contribution.

4. **PROCEDURES:**

a. **Eligibility.**

(1) All Army Transportation Corps military and civilians are eligible for nomination for inclusion in the Hall of Fame three (3) years after discharge or retirement and immediately upon death.

(2) Transportation Corps Officers, Warrant Officers, Non-Commissioned Officers, and Civilians who are nominated should have demonstrated a pattern of service of the highest caliber and have made a significant contribution to the Transportation Corps, the United States Army, and to their communities.

b. Nomination.

(1) Nominations may be submitted by a member of the Transportation Corps Regiment or by any individual having served in the Regiment. Nominators will submit completed packets to the Regimental Adjutant NLT 29 March 2013. Nominations will be solicited through the following forums:

(a) Chief of Transportation's Quarterly Significant Activities Report.

(b) Letters of Instruction sent to all TC Active Duty, Reserve, National Guard, and Retired General Officers and TC active and retired Senior Executive Service civilians.

(c) The Office of the Chief of Transportation's website at:  
<http://www.transportation.army.mil/OCOT/Pages/Regt%20Plans%20and%20Opns.html>. Once there, click on "Nominating Procedures for the Transportation Corps Hall of Fame."

(d) The Chief of Transportation's FaceBook® page.

(2) Nominators may nominate more than one individual during a given year and all nominations received after 29 March 2013 will be considered the following year. The nominations will consist of those items outlined in Annex A.

(3) Mail or E-mail nominations to:

LTC Douglas M. Vallejo  
Director, Office of the Chief of Transportation  
2221 Adams Avenue, 3<sup>rd</sup> Floor  
Fort Lee, Virginia 23801-2102  
E-mail nominations: [douglas.m.vallejo.mil@mail.mil](mailto:douglas.m.vallejo.mil@mail.mil)

c. Endorsement.

(1) Endorsements in support of nominations may be submitted by any member of the Regiment, or by any individual having served in the Regiment, and must be submitted to the Regimental Adjutant, NLT 29 March 2013. Endorsements received after 29 March 2013 will not be considered. The nominator should solicit any endorsements for their candidate. Endorsements may accompany the nomination packet or be submitted separately.

(2) Mail endorsements to:

LTC Douglas M. Vallejo  
Director, Office of the Chief of Transportation  
2221 Adams Avenue, 3<sup>rd</sup> Floor  
Fort Lee, Virginia 23801-2102

5. SELECTION:

a. The HOF Selection Board will review and recommend selection of nominees to the HOF to the Chief of Transportation. The Selection Board will be comprised of individuals who have served in positions of significant responsibility involving Transportation functions. The board will consist of eight voting members:

- (1) The senior Transportation Officer on active duty.
- (2) The Chief of Transportation (President of the Board).
- (3) The Senior Reserve Component Transportation Corps General Officer.
- (4) The Honorary Colonel of the Regiment.
- (5) The Functional Chief's Representative.
- (6) The Honorary Warrant Officer of the Regiment.
- (7) The Honorary Sergeant Major of the Regiment.
- (8) The Honorary Civilian of the Regiment.

b. The Office of the Chief of Transportation will forward a memorandum to each board member requesting their participation on the HOF Selection Board. Board members will accept or decline by notifying the Office of the Chief of Transportation. Once all nomination packets are received, the Office of the Chief of Transportation will assemble and mail all complete nomination packets to each board member. The board will convene remotely with each member voting and returning their selections to the Regimental Adjutant. A minimum of six voting board members must participate.

c. The HOF Selection Board will consider nominees from six categories. There is not a requirement to select one per category. Only the most distinguished and qualified individuals will be considered and selected by the HOF board. Those categories are:

- (1) General Officer.
- (2) Officer.
- (3) Warrant Officer.
- (4) Non Commissioned Officer.
- (5) DA Civilian.
- (6) Historical Surviving Members.

- d. The Chief of Transportation is the final approving authority for all HOF inductees.
  - e. The HOF Selection Board will consider the following criteria when evaluating nominations for the Transportation Corps Hall of Fame.
    - (1) Significant accomplishments that enhanced the Corps while on Active Duty or in Federal Service.
    - (2) Significant accomplishments that enhanced the Corps after retirement from Active Duty or Federal Service (e.g., member of boards, advisory boards, councils, or civic organizations).
    - (3) Awards/achievements directly related to Transportation.
    - (4) Nominee is a Distinguished Member of the Regiment.
    - (5) Participation or service in professional organizations.
    - (6) Support organizations for Soldiers – e.g. Combined Federal Campaign and Army Emergency Relief.
    - (7) Champion the Corps and Regiment in speeches and during other opportunities.
    - (8) Published Articles (if applicable and relevant; include dates).
    - (9) Support to their community.
    - (10) Surviving Transportation Corps members of a unit/organization of historical significance (e.g., Red Ball Express).
  - f. The Office of the Chief of Transportation will retain all nomination packets that were reviewed and not selected by the HOF Selection Board for two years. The OCOT will submit the nomination packet to two additional HOF Selection Boards. Each packet will receive at total three board reviews. If, after the third consideration, the nominee is not selected, the nomination packet will be returned to the control of the nominator. A nomination packet may continue to receive endorsements at any time during this process. Each packet will receive three reviews before return.
6. INDUCTION:
- a. Selectees for induction, or the next of kin, will be notified in writing and formally invited to attend the induction ceremony. This ceremony is routinely held in conjunction with the Transportation Corps Anniversary events each year.
  - b. Selectees are inducted to the HOF for life.

c. Selectees are honored by a permanent display, located at Bldg 2300 at Fort Lee, VA and placement upon the TC School Website.

7. RESPONSIBILITIES:

a. The Office of the Chief of Transportation will:

- (1) Maintain/operate the HOF Program.
- (2) Maintain records and documents pertaining to the Transportation Corps Hall of Fame Program.
- (3) Develop milestones.
- (4) Keep the chain of command and appropriate staff members informed about all HOF actions. Prepare briefings and conduct In Process Reviews (IPRs) as required.
- (5) Prepare and maintain all correspondence relating to the HOF Program.
- (6) Receive and acknowledge all nominations. Upon receipt, notify nominator if packet is not complete. Ensure the nomination packet is standardized and presented to the Selection Board in an unbiased manner.
- (7) Conduct research on nomination packets to verify historical data contained in biographies.
- (8) Plan, coordinate, and conduct the HOF Selection Board. Provide the HOF Board members nomination packets to vote on, not later than 26 April 2013, to allow sufficient preparation time for the induction ceremony.
- (9) Notify the selectees, next of kin, or designated representative immediately following the HOF Board's adjournment. Notify nominators of individuals not selected.
- (10) Coordinate with the Public Affairs Office (PAO) to announce the HOF selectees, publish biographies and related events to promote the Transportation Corps HOF program.

b. PAO. Publish all information on the HOF program and selectees in appropriate media.

Encl  
Annex A

STEPHEN E. FARMEN  
Brigadier General, USA  
26<sup>th</sup> Chief of Transportation

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ANNEX A - HOF BIOGRAPHICAL DATA

NAME (First, Middle, Last):

RANK/GRADE (If applicable):

DATE AND PLACE OF BIRTH:

ADDRESS (Spouse or Next of Kin Address, if deceased):

TELEPHONE NUMBER: Home:

Work:

E-MAIL ADDRESS (If applicable):

PRESENT DUTY POSITION/OCCUPATION (If applicable):

RETIREMENT DATE (If applicable):

EDUCATION (Military and civilian; include periods of attendance and degrees earned):

SIGNIFICANT ASSIGNMENTS/DUTY POSITIONS (Include dates):

MAJOR CONTRIBUTIONS TO THE US ARMY TRANSPORTATION CORPS AND OTHER FACTORS TO BE CONSIDERED BY THE SELECTION BOARD (List significant contributions with supporting details and provide responses to remaining criteria.):

(1) Significant accomplishments that enhanced the Corps while on Active Duty or in Federal Service.

(2) Significant accomplishments that enhanced the Corps after retirement from Active Duty or in Federal Service (e.g., member of boards, advisory boards, councils, or civic organizations).

(3) Awards/achievements directly related to Transportation.

(4) Distinguished Member of the Regiment.

(5) Participation or service in professional organizations.

(6) Support organizations for Soldiers -- Combined Federal Campaign or Army Emergency Relief.

(7) Champion the Corps and Regiment in speeches and during other opportunities.

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(8) Published Articles (if applicable and relevant; include dates).

(9) Surviving Transportation Corps members of a unit/organization of historical significance (e.g., Red Ball Express).

The biography will consist of no more than 3,500 characters (to include spaces) in a 12-point font.

PHOTOGRAPH (8 x 10: color or black and white; military in uniform with jacket; civilian in business attire).

LIST OF POSSIBLE SOURCES OF INFORMATION ABOUT THE NOMINEE: